WORKFORCE MANAGEMENT
&
POSITION CLASSIFICATION

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BRIEFING OUTLINE

- Introduction to Workforce Management and Position Classification
- Purpose of Classification
- Position Descriptions
- Desk Audits
- CRA Releases
- Pay Issues
- Required Information on SF 52

TECHNICIAN POSITIONS

- 5 USC - prescribes the GS grading system, and required OPM to establish a system for prevailing rate jobs

- 32 USC - governs Technician positions

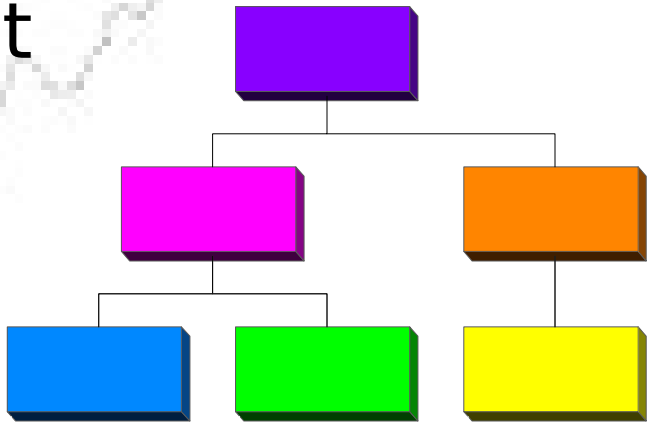
http://www.opm.gov/

TOOLS OF THE TRADE

- Introduction to Position Classification
- Position Classification and Job Grading Standards/Guides
- OPM, DoD, and NGB guidance

WORKFORCE MANAGEMENT

"The process of organizing and assigning work to and among positions, in order to accomplish mission requirements in the most economical and efficient manner possible."



WHO'S INVOLVED?

- Chief, NGB / FM
- Manpower
- HROs
- Managers/Supervisors

MORE...

POSITION DESIGN CONSIDERATIONS

- Avoid reorganizations that are for the purpose of supporting higher grades
- Be alert to requests for higher grades based on performance achievements
- Structure some jobs at trainee level (with steps to target grade)
- Avoid having more top graded positions than necessary

POSITION CLASSIFICATION

"The process of determining the appropriate pay plan, series, and grade of a position based on its designated duties and responsibilities, and consistent with prevailing laws, standards, and guides."

PURPOSE OF THE

CLASSIFICATION SYSTEM

- To determine the basic rate of pay
- Is the basis for pay equity under the law (= pay for = work)

HOW CLASSIFICATION AFFECTS PAY

- A PD lists a position's principal duties, responsibilities, and supervisory relationship
- Within an organization, each PD defines WHO does WHAT
- The supervisor's signature on the OF-8 certifies the accuracy of the duties and responsibilities described in a PD for a particular position
- Classification then becomes legal basis for setting the position's pay

A POSITION DESCRIPTION…

- Provides a basis for Performance Standards
- Formalizes decisions on assignments, responsibilities, authority, and required Knowledge/Skills/Abilities (KSA)
- Helps achieve:
  - Equal pay for equal work
  - Getting the best person for the job
  - Employee development
  - Career development

PD FORMATS

- Narrative - Some GS and all FWS PDs
- Factor Evaluation System (FES) -

  GS Positions Only

MAJOR DUTIES ON A PD

- Should be listed in descending order of importance
- Should comprise 25% or more of a position's duty time
- Should generally be regular and recurring

NOTE: Don't forget the "Performs other duties as assigned" statement on every PD.

Classification Overview
General Structure

Desk Audits

- What is a desk audit?
- How is a desk audit performed?
- What are the procedures for requesting a desk audit?
- What is the time frame from when a desk audit is requested to when it is completed?

http://www.wv.ngb.army.mil/jobs/Classification/default.html

GENERAL CLASSIFICATION RULES

- Evaluate the position - not the person
- Evaluate the total position, not just parts of it
- Evaluate each position on its own merit
- Consider the intent of the standard...its basis and the differences between grade levels

POSITION CLASSIFICATION

THINGS THAT DO & DON'T COUNT IN CLASSIFYING A POSITION

DO COUNTS	DON'T COUNTS
Level, Complexity, & Variety of Duties & Responsibilities	Volume of Work
Guidelines & Originality	Scarcity of Employees in the Unit
Decision-making Authority & Commitments	Unusual Diligence or Overtime
Personal Contacts	Relative Efficiency (Compared to Others)
Unusual Environmental Factors	Unusual Qualifications (Not Required in Position)
Supervision Received	Length of Service
Supervision of Others	Financial Need
	Personality

AUDITS ARE NEEDED DUE TO…

- Reorganization
- Need for periodic review to ensure accuracy
- Issue of new OPM Classification Standards
- An employee’s request for reclassification
- New technology/equipment affecting a job
- Requirement levied for a special Classification survey

CRA Packages…

Package (PD) Releases

- Issued by NGB Western Center
- Package (PD) Releases are done for a variety of reasons:
  - Major change in duties and responsibilities
  - Establish new position descriptions
  - New equipment
  - Reorganizations
  - New OPM Classification Standards

Pay Issues

- Pay Issues that relate to Position Classification:
  - Environmental Differential Pay (EDP) for FWS
  - Hazard Differential Pay (HDP) for GS

Information Required on SF 52 for Classification purposes...

- Action Requested - Blk 1
- Vice John Doe – Blk 1
- Position Title and Number – Blk 7
- FAC Code (For Air) – Blk 7
- Pay Plan, Occupation Code & Grade – Blks 8, 9, 10

In Conclusion...

Questions?